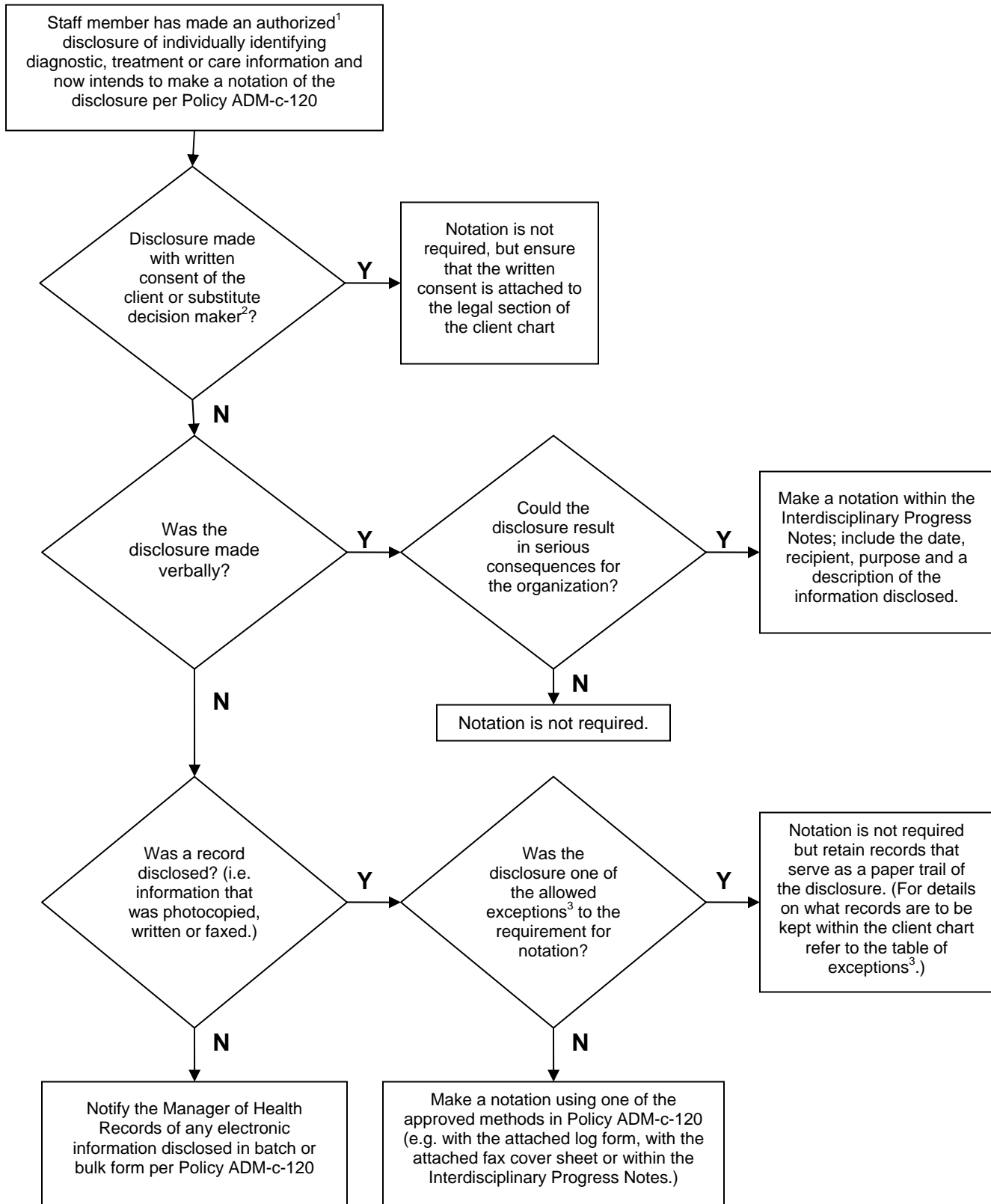


Flowchart for Making a Notation of a Disclosure



1. Staff members receiving a request for a disclosure must obtain authorization from their manager per Policy ADM-c-120. The method of disclosure must also be appropriate (e.g. no email) – refer to Policy ADM-c-70.
2. Substitute Decision Maker: includes Agent, Guardian or Spokesperson. Refer to Policy ADM-b-10 and ADM-b-20.
3. Exceptions: refer to attachment 4 of Policy ADM-c-120 “Disclosures that are Exceptions to the Requirement for Notation”.